

Checklist – Converting a Reciprocal Permit to an Initial, Proficient, or Accomplished Practitioner License under Rules 2002

- Complete the entire Application for Indiana Teaching, Administration, or School Services License, [State Form 9331](#).
- Answer Criminal History questions 1-3. Sign your name verifying the information and application are accurate.
- Attach a \$35.00 cashier's check or money order (made payable to the State of Indiana) to the application
- [CPR/ Heimlich maneuver certification](#), please visit our website for more information and a list of acceptable providers.
- Attach the Reciprocal permit and Evaluation Letter to the application
- Submit all materials to the Division of Professional Standards as evidence that you have successfully completed all deficiencies cited in your evaluation letter. Include a copy of your evaluation letter with submission.

NOTE: This process is available to those who have had their credentials evaluated by the Office of Educator Licensing and Development and received a Evaluation Letter stating deficiencies needed to establish an Indiana Educators' license.

Mail the completed forms to:

Office of Educator Licensing and Development
151 W. Ohio Street
Indianapolis, IN 46204-2798